

1996 OCCUPATIONAL OUTLOOK REPORT

COUNTY OF SAN BERNARDINO



California Cooperative Occupational
Information System (CCOIS)



OCCUPATIONAL OUTLOOK

***COUNTY OF SAN BERNARDINO
1996***

**A Product of the California Cooperative
Occupational Information System**

Sponsored By:

The County of San Bernardino Private Industry Council

The State of California Employment Development Department, Labor Market Information Division

And

The California Occupational Information Coordinating Committee

OCCUPATIONS STUDIED IN 1996

Bill and Account Collectors
Bus and Truck Mechanics and Diesel Engine Specialists
**Bus Drivers - School*
Cashiers
Child Care Workers
Computer Programmers, Including Aides
Cooks - Institution or Cafeteria
Food Preparation Workers
Guards and Watch Guards
Home Health Care Workers
Human Service Workers
Instructional Aides
Instructors and Coaches - Sports and Physical Training
Janitors and Cleaners - Except Maids and Housekeeping Cleaners
Kindergarten Teachers
Library Assistants and Bookmobile Drivers
Machinists
Metal Material Handlers
Preschool Teachers
**Psychiatric Technicians*
Recreation Workers
Secretaries, Medical
Social Workers - Medical and Psychiatric
Vocational and Educational Counselors
Welders and Cutters

**Deleted from study due to insufficient employer response*

TABLE OF CONTENTS

INTRODUCTION.....	1
PROJECT METHODOLOGY.....	3
DEFINITIONS AND TERMINOLOGY.....	6
SUMMARY HIGHLIGHTS.....	10
OCCUPATIONAL SUMMARIES	
<i>Bill and Account Collectors.....</i>	<i>12</i>
<i>Bus and Truck Mechanics and Diesel Engine Specialists.....</i>	<i>14</i>
<i>Cashiers.....</i>	<i>16</i>
<i>Child Care Workers.....</i>	<i>18</i>
<i>Computer Programmers, Including Aides.....</i>	<i>20</i>
<i>Cooks - Institution or Cafeteria.....</i>	<i>22</i>
<i>Food Preparation Workers.....</i>	<i>24</i>
<i>Guards and Watch Guards.....</i>	<i>26</i>
<i>Home Health Care Workers.....</i>	<i>28</i>
<i>Human Service Workers.....</i>	<i>30</i>
<i>Instructional Aides.....</i>	<i>32</i>
<i>Instructors and Coaches - Sports and Physical Training.....</i>	<i>34</i>
<i>Janitors and Cleaners - Except Maids and Housekeeping Cleaners.....</i>	<i>36</i>
<i>Kindergarten Teachers.....</i>	<i>38</i>
<i>Library Assistants and Bookmobile Drivers.....</i>	<i>40</i>
<i>Machinists.....</i>	<i>42</i>
<i>Metal Material Handlers.....</i>	<i>44</i>
<i>Preschool Teachers.....</i>	<i>46</i>
<i>Recreation Workers.....</i>	<i>48</i>
<i>Secretaries, Medical.....</i>	<i>50</i>
<i>Social Workers - Medical and Psychiatric.....</i>	<i>52</i>
<i>Vocational and Educational Counselors.....</i>	<i>54</i>
<i>Welders and Cutters.....</i>	<i>56</i>
SAMPLE QUESTIONNAIRE.....	58

INTRODUCTION

INTRODUCTION

The labor market information presented in this report has been compiled through a cooperative effort between the San Bernardino County Jobs and Employment Services Department and the Labor Market Information Division (LMID) of the State of California Employment Development Department as part of the California Cooperative Occupational Information System (CCOIS).

The information is based on confidential surveys of employers within the County of San Bernardino. The methods used to collect this information were designed and followed with the intention of collecting accurate and unbiased data.

The information in this report can be used by a variety of organizations and individuals for many different purposes. Some possible uses are listed below:

CAREER DECISIONS

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education, and personnel needs. The localized information is easy to read and includes employer requirements and preferences, wages, labor demand, and sources of employment.

PROGRAM PLANNING

This report provides local planners and administrators with information on employment and training, as well as occupational size and expected growth rate. Program planners can use this data to evaluate, improve and eliminate programs, or to plan new programs.

CURRICULUM DESIGN

Training providers can assess and update their curriculums based on current employer needs and projected trends as indicated in this report.

ECONOMIC DEVELOPMENT

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development in our labor market area.

PROGRAM MARKETING

Training providers can effectively market their programs by informing students, employers, and others that the chances for job placements are much greater because their training programs are developed using reliable local occupational data.

HUMAN RESOURCE MANAGEMENT

Small business owners and large corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a good reference to base and support these and many other decisions. Should you have any questions regarding the information in this report, please contact Panda Harris, CCOIS Coordinator, County of San Bernardino Jobs and Employment Services Department, at (909) 872-1678.

PROJECT METHODOLOGY

PROJECT METHODOLOGY

Occupation Selection

Occupational forecast tables prepared by the California Employment Development Department (EDD) provided past, present, and future employment by occupation and projected job growth rates for occupations in San Bernardino County. From these tables, a preliminary list of the occupations in the County of San Bernardino projected to grow the fastest for the period of 1993 to 2000 was developed by LMID. The CCOIS Coordinator applied the following criteria to narrow the list of possible occupations for survey to forty-five:

- The occupation had to have a substantial employment base in the county;
- There had to be a substantial number of projected job openings in the county;
- It had to appear to have present and future occupational growth;
- There had to appear to be substantial potential for earning capacity.

A list of forty-five occupations was disseminated to trainers, educators, vocational counselors, etc., who were asked to rate the importance of obtaining additional employer demand information for the occupations identified, with one being high importance to twenty-five. The twenty-five highest-ranked occupations were approved for study by LMID. Each occupation was clearly defined and the appropriate OES title was assigned.

Questionnaire Development

A two-page standard questionnaire was used for all occupations.

Sample Selection

The CCOIS sample is intended to represent the characteristics of an occupation across different industries, geographic regions, and size of employers within the survey area. For occupations that are in the Occupational Employment Statistics (OES) Program coding system, LMID generated an automated sample which consisted of firms from all significant employment settings, distributed by industry, in proportion to the share of employment each industry contributed to the occupation throughout the County of San Bernardino. For occupations that are non-OES, DOT codes were selected whose title and description best represented the occupation and SIC codes were identified that were most likely to employ in the occupation. LMID then established the ratio of firms from large-, medium- and small-sized categories and developed the sample.

Survey Procedures

The original refined sample consisted of approximately 1,000 employers or 30 - 40 area representative employers for each occupation to be studied. The response goals were to receive 50% returned usable surveys or approximately 15 for each occupation. Statistically, all the firms selected for the sample were expected to employ the occupation, but some did not. In order to meet the project's response goals and to keep the sample representative, it was necessary to replace firms selected by the sample that did not employ an occupation with firms that did. These replacements were made, as closely as possible, with employers from the same industry and employer size groupings as the firms they replaced. To achieve the response goals, it was necessary to contact well over 2,000 employers in San Bernardino County. An initial mailing was conducted to approximately 1,000 employers consisting of 30 - 40 employers for each occupation. Employers were given an opportunity to respond by postage-paid mail, telephone or FAX. All returned surveys were reviewed for accuracy and completeness. Employers were contacted by telephone if answers were missing, unclear, or conflicted with other answers. If an employer reported that they did not employ in the surveyed occupation, or declined to participate in the study, it was considered a non-usable response. The sample was concurrently supplemented until the response goals were met. Two occupations, Bus Drivers, School and Psychiatric Technicians were ultimately dropped from the study due to insufficient employer response.

Data Entry , Tabulation and Results

The survey responses were entered into a database and tabulations were produced. From these tabulations, the data were analyzed and the final occupational summary reports were prepared by the CCOIS Coordinator. Each occupational table provides information on skills, training and hiring requirements, the size of the occupation, the growth rate expected, supply and demand assessment, and other information. Specific employer information is confidential and cannot be released.

DEFINITIONS AND TERMINOLOGY

DEFINITIONS AND TERMINOLOGY

OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, February 1986. The occupations were selected for survey based on the needs of local users of occupational information.

SIZE OF OCCUPATION

This term is used to describe the size of a particular occupation as it relates to the estimated total number of workers in the County of San Bernardino. Occupational size for this report is measured using the following scale:

Small	-	less than 673 workers
Medium	-	673 to 1,345 workers
Large	-	1,346 to 2,915 workers
Very Large	-	more than 2,916 workers

WAGES AND FRINGE BENEFITS

The wage data enable comparison of salaries across occupations expressed in salary ranges and median wage. The data are not intended to represent official prevailing ranges and median wages. The ranges are based primarily on employer surveys and contacts with unions, with extreme answers excluded. Wages reported are prior to the minimum wage increase of October 1, 1996 and reflect the following definitions:

New Hires, no experience	-	The wages of persons trained but with no paid experience in the occupation.
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New Hires, experienced	-	The wage paid to journey-level or experienced persons just starting at the firm.
Experienced after three years with firm	-	The wages generally paid to persons with three years' journey-level experience at the firm.

TRAINING AND EXPERIENCE

This section presents the surveyed employers' requirements for work experience or whether training is accepted as a substitute for work experience.

Almost All Employers	-	More than 75% of the employers who responded
Most Employers	-	More than 50% of the employers who responded
Many Employers	-	35% up to and including 50% of the employers who responded
Some Employers	-	10% up to but not including 35% of the employers who responded
Few Employers	-	Less than 10% of the employers who responded

DIFFICULTY IN FINDING APPLICANTS

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry level and experienced positions in the occupation. The terms used to describe the supply/demand situation found in the area are currently defined as:

Very Difficult	-	Demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
Somewhat Difficult	-	Demand is somewhat greater than the supply of qualified applicants at times.
A Little Difficult	-	Supply is somewhat greater than demand for qualified applicants and applicants may experience competition in job seeking.
Not Difficult	-	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

EMPLOYMENT TRENDS

The following standard terms describe the expected growth rate for the seven year period of 1993 through 2000. Employment trends are subject to many unforeseen factors and it is important not to overemphasize growth in an occupation.

Much Faster Than Average	-	1.5 times average or more
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Faster Than Average	-	1.10 to but not including 1.50 times average
Average	-	.90 to but not including 1.10 times average
Slower Than Average	-	0 to .90 times average
Remain Stable	-	Zero
Slow Decline	-	Less than zero

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are numerous in occupations with relatively low training.

METHODS OF RECRUITING

This section shows the various methods of recruitment reported to be used by employers.

SKILLS & OTHER QUALIFICATIONS

This section lists the skills that are thought to be very important and moderately important in relation to job entry into this occupation.

OTHER INFORMATION

This section shows survey information regarding the percentage of employees who work full-time, part-time, temporary/on-call, or seasonal, and the average number of hours worked per week. Also listed are the percentage of males and females reported to be employed in the occupation, as well as other sources of information.

SUMMARY HIGHLIGHTS

**OCCUPATIONAL
SUMMARIES**

BILL AND ACCOUNT COLLECTORS**OES CODE: 535080**

DESCRIPTION: Bill and Account Collectors locate and notify customers of delinquent accounts by mail, telephone, or personal visit to solicit payment. Their duties include receiving payment and posting amounts to customer's account; sending statements to the credit department if the customer fails to respond, initiating repossession proceedings or service disconnection, and keeping records of collection and status of accounts. Please do not include collectors of money from coin boxes.

Number of Employees Represented: 197

WAGES**Non-Union**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.50	\$10.00	\$6.68
New Hires, Experienced	\$5.50	\$13.00	\$8.50
Experienced, 3 Years with Firm	\$5.77	\$15.54	\$10.00

Of the firms responding, 100% were non-union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	7%	93%
Dental Insurance	7%	71%
Vision Insurance	0%	21%
Life Insurance	7%	64%
Paid Sick Leave	7%	57%
Paid Vacation	7%	100%
Retirement	7%	71%
Child Care	0%	0%

Other Full-Time Benefits: Profit Sharing, Short-term Disability, Long-term Disability

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	24%	52%	24%	0%
Training as Substitute for Work Experience	0%	24%	52%	24%

EDUCATION

Less Than High School	0%
High School or Equivalent	53%
Some College, But No Degree	41%
Associate (2 Year) Degree	6%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Employers seek individuals who speak well and who are persistent and detail-oriented. The job requires good negotiating and tactful communications skills, as well as the ability to use a computer.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	0%	82%	18%
Projected Employment Over Next 3 Years	0%	76%	24%

Total Employees Hired Last 12 Months: 127

Resulting from:

Replacements Due to Promotions - 18%

Replacements Due to Employees Leaving - 11%

New Positions - 67%

Temporary Positions - 4%

METHODS OF RECRUITING

Employee Referrals	65%
Recruit Via Newspaper Ads	71%
Private Employment Agencies	29%
Hire Unsolicited Applicants	24%
In-House Promotion or Transfer	41%
Public School or Program Referrals	6%
Private School Referrals	0%
Employment Development Department	12%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	24%	34%	24%	18%
Inexperienced	14%	50%	36%	0%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

SMALL - (Less Than 673)

PROJECTED GROWTH 1993 - 2000

MUCH FASTER THAN AVERAGE, 26.8%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 32% - Average 40 hours-per-week
Part-Time 17% - Average 32 hours-per-week
Temporary/On-Call 51% - Average 40 hours-per-week

Employees reported for this occupation were:
FEMALE 60% - MALE 40%

Other Information Sources:
DOT Codes: 241.357-010; 241.367-010
CA Occupational Guide N/A

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS**OES CODE 853110**

DESCRIPTION: Bus and Truck Mechanics and Diesel Engine Specialists repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Please include mechanics working primarily with automobile diesel engines.

Number of Employees Represented: 207

WAGES**All Employers Combined**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$25.56	\$10.00
New Hires, Experienced	\$5.00	\$28.00	\$11.77
Experienced, 3 Years with Firm	\$7.00	\$35.00	\$13.56

Of the firms responding, 81% were non-union, 19% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	100%
Dental Insurance	0%	100%
Vision Insurance	0%	50%
Life Insurance	0%	88%
Paid Sick Leave	6%	75%
Paid Vacation	6%	94%
Retirement	0%	69%
Child Care	0%	0%

Other Full-Time Benefits: 401K, Employee Assistance Program, Profit Sharing, Union Benefits, Flexible Benefits Package

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	63%	31%	6%	0%
Training as Substitute for Work Experience	0%	6%	50%	44%

EDUCATION

Less Than High School	0%
High School or Equivalent	94%
Some College, But No Degree	6%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Employers look for people with good reading and basic math skills who can keep abreast of new technology and learn new service and repair procedures and specifications. Must possess mechanical aptitude, good reasoning abilities and a thorough knowledge of automobiles.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	6%	56%	38%
Projected Employment Over Next 3 Years	6%	69%	25%

Total Employees Hired Last 12 Months: 44

Resulting from:

Replacements Due to Promotions - 18%

Replacements Due to Employees Leaving - 57%

New Positions - 23%

Temporary Positions - 2%

METHODS OF RECRUITING

Employee Referrals	75%
Recruit Via Newspaper Ads	56%
Private Employment Agencies	6%
Hire Unsolicited Applicants	38%
In-House Promotion or Transfer	38%
Public School or Program Referrals	13%
Private School Referrals	6%
Employment Development Department	13%
Union Hall Referrals	19%
Other	25%

Other: Word of Mouth, Job Fliers, Special Interest Groups, NAACP

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	6%	31%	25%	38%
Inexperienced	18%	18%	18%	46%

Employer demand is somewhat greater than the supply of both fully qualified experienced and inexperienced applicants. Employers may have some difficulty finding both qualified experienced and inexperienced applicants at times.

SIZE OF OCCUPATION

MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000

AVERAGE, 15.3%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 97% - Average 41 hours-per-week
Part-Time 3% - Average 19 hours-per-week

Employees reported for this occupation were:
MALE 83% - FEMALE 17%

Other Information Sources:
DOT Codes: 620.281-046; 625.281-010
CA Occupational Guide #251

CASHIERS

OES CODE 490230

DESCRIPTION: Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

Number of Employees Represented: 260

WAGES

All Employers Combined*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.25	\$8.50	\$5.25
New Hires, Experienced	\$4.25	\$15.00	\$6.25
Experienced, 3 Years with Firm	\$6.00	\$15.50	\$8.00

Of the firms responding, 93% were non-union, 7% were union.

*Union firms pay top wages.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	20%	87%
Dental Insurance	20%	67%
Vision Insurance	13%	40%
Life Insurance	7%	60%
Paid Sick Leave	33%	53%
Paid Vacation	33%	93%
Retirement	7%	40%
Child Care	0%	0%

Other Full-Time Benefits: 401K, Credit Union, Profit Sharing, Stock Purchase Plan, Employee Discount

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	7%	27%	53%	13%
Training as Substitute for Work Experience	14%	33%	53%	0%

EDUCATION

Less Than High School	13%
High School or Equivalent	87%
Some College, But No Degree	0%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Should be able to do repetitive work accurately. Cashiers also need basic arithmetic skills and good manual dexterity. Should be neat in appearance and able to deal tactfully and pleasantly with customers.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	7%	67%	27%
Projected Employment Over Next 3 Years	0%	53%	47%

Total Employees Hired Last 12 Months: 66

Resulting from:

Replacements Due to Promotions - 18%

Replacements Due to Employees Leaving - 65%

New Positions - 6%

Temporary Positions - 11%

METHODS OF RECRUITING

Employee Referrals	67%
Recruit Via Newspaper Ads	60%
Private Employment Agencies	13%
Hire Unsolicited Applicants	53%
In-House Promotion or Transfer	60%
Public School or Program Referrals	20%
Private School Referrals	7%
Employment Development Department	20%
Union Hall Referrals	0%
Other	7%

Other: Job Fairs

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	27%	40%	13%	20%
Inexperienced	20%	60%	7%	13%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

VERY LARGE - (2,916 and Above)

PROJECTED GROWTH 1993 - 2000

AVERAGE, 13.1%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 37% - Average 40 hours-per-week

Part-Time 63% - Average 23 hours-per-week

Employees reported for this occupation were:

FEMALE 56% - MALE 44%

Other Information Sources:

DOT Codes: 211.362-010; 211.462-010; 211.462-014; 211.462-018

CA Occupational Guide #31

CHILD CARE WORKERS

OES CODE: 680380

DESCRIPTION: Child Care Workers attend children at school, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Please do not include workers whose primary function is to teach in a structured setting.

Number of Employees Represented: 266

WAGES

All Employers Combined*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$9.94	\$5.00
New Hires, Experienced	\$4.75	\$9.94	\$6.00
Experienced, 3 Years with Firm	\$5.25	\$11.31	\$6.74

Of the firms responding, 81% were non-union, 19% were union.

*Union firms pay top wages.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	17%	50%
Dental Insurance	17%	42%
Vision Insurance	0%	25%
Life Insurance	0%	42%
Paid Sick Leave	42%	75%
Paid Vacation	42%	83%
Retirement	33%	33%
Child Care	25%	50%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	13%	38%	43%	6%
Training as Substitute for Work Experience	6%	13%	75%	6%

EDUCATION

Less Than High School	0%
High School or Equivalent	38%
Some College, But No Degree	50%
Associate (2 Year) Degree	6%
Bachelor (4 Year) Degree	6%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Should be mature, patient, understanding, articulate, and have energy and physical stamina. Child care work requires creativity; an ability to nurture, motivate, teach, and influence children. Must be constantly alert to anticipate and prevent problems, be able to deal with disruptive children, and provide fair but firm discipline. Those who work for themselves must have a good business sense and management abilities.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	6%	56%	38%
Projected Employment Over Next 3 Years	0%	73%	27%

Total Employees Hired Last 12 Months: 90

Resulting from:

Replacements Due to Promotions - 18%
 Replacements Due to Employees Leaving - 56%
 New Positions - 22%
 Temporary Positions - 4%

METHODS OF RECRUITING

Employee Referrals	38%
Recruit Via Newspaper Ads	63%
Private Employment Agencies	6%
Hire Unsolicited Applicants	25%
In-House Promotion or Transfer	31%
Public School or Program Referrals	25%
Private School Referrals	6%
Employment Development Department	19%
Union Hall Referrals	0%
Other	6%

Other: Job Fliers

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	25%	44%	25%	6%
Inexperienced	25%	31%	38%	6%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION
MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000
FASTER THAN AVERAGE, 16.8%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%

OTHER INFORMATION

Hours: Full-Time 27% - Average 40 hours-per-week
 Part-Time 71% - Average 21 hours-per-week
 Temporary/On-Call 2% - Average 17 hours-per-week

Employees reported for this occupation were:
 FEMALE 84% - MALE 16%

Other Information Sources:
 DOT Codes: 355.674-010; 359.677-018; 359.677-026
 CA Occupational Guide #505

COMPUTER PROGRAMMERS, INCLUDING AIDES**OES CODE 251051**

DESCRIPTION: Computer Programmers, Including Aides convert symbolic statements of administrative data, business, scientific, engineering, and other technical problem formulations into detailed logical flow charts for coding into computer language. They develop and write computer programs to store, locate, and retrieve specific documents, data, and information.

Number of Employees Represented: 437

WAGES**Non-Union**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$17.30	\$6.00
New Hires, Experienced	\$8.00	\$17.30	\$14.42
Experienced, 3 Years with Firm	\$10.00	\$21.15	\$18.26

Of the firms responding, 100% were non-union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	100%
Dental Insurance	0%	80%
Vision Insurance	0%	50%
Life Insurance	0%	60%
Paid Sick Leave	0%	70%
Paid Vacation	0%	90%
Retirement	0%	50%
Child Care	0%	20%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	40%	40%	10%	10%
Training as Substitute for Work Experience	0%	10%	50%	40%

EDUCATION

Less Than High School	0%
High School or Equivalent	30%
Some College, But No Degree	20%
Associate (2 Year) Degree	20%
Bachelor (4 Year) Degree	30%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Employers look for people who have the ability to think logically and are capable of exacting analytical work. They should also have the ability to work with abstract concepts and do technical analysis. The job calls for patience, persistence, and the ability to work with extreme accuracy even under pressure. Increasingly, interpersonal skills are valued because of the use of programmer teams and user support centers.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	30%	60%	10%
Projected Employment Over Next 3 Years	0%	80%	20%

Total Employees Hired Last 12 Months: 7

Resulting from:

Replacements Due to Promotions - 0%
 Replacements Due to Employees Leaving - 86%
 New Positions - 14%
 Temporary Positions - 0%

METHODS OF RECRUITING

Employee Referrals	67%
Recruit Via Newspaper Ads	89%
Private Employment Agencies	11%
Hire Unsolicited Applicants	0%
In-House Promotion or Transfer	33%
Public School or Program Referrals	11%
Private School Referrals	0%
Employment Development Department	0%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	20%	50%	20%	10%
Inexperienced	25%	37%	13%	25%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000

SLOWER THAN AVERAGE, 8.7%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 99% - Average 40 hours-per-week
 Part-Time 1% - Average 26 hours-per-week

Employees reported for this occupation were:
 MALE 52% - FEMALE 48%

Other Information Sources:
 DOT Codes: 030.162-010; 030.162-018
 CA Occupational Guide #81

COOKS - INSTITUTION OR CAFETERIA**OES CODE 650280**

DESCRIPTION: Institution or Cafeteria Cooks prepare and cook family-style meals for institutions, such as schools, hospitals, or cafeterias. They usually prepare meals in large quantities rather than to individual order. They may cook for employees in office buildings or other large facilities.

Number of Employees Represented: 217

WAGES**Non-Union**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$7.00	\$5.75
New Hires, Experienced	\$5.00	\$7.50	\$6.60
Experienced, 3 Years with Firm	\$5.50	\$10.00	\$7.00

Union

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$10.34	\$7.75
New Hires, Experienced	\$6.50	\$10.47	\$8.12
Experience, 3 Years with Firm	\$7.00	\$11.30	\$9.33

Of the firms responding, 63% were non-union, 38% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	27%	100%
Dental Insurance	27%	87%
Vision Insurance	13%	73%
Life Insurance	20%	60%
Paid Sick Leave	33%	87%
Paid Vacation	33%	100%
Retirement	27%	80%
Child Care	0%	0%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	19%	44%	25%	12%
Training as Substitute for Work Experience	12%	25%	63%	0%

EDUCATION

Less Than High School	19%
High School or Equivalent	75%
Some College, But No Degree	6%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Must be able to read recipes and understand basic arithmetic for measuring and weighing food items. Must be able to plan menus, purchase food supplies in quantity, select and store food, and follow sanitation and public health rules for handling food. Must be able to work as part of a team, have a keen sense of taste and smell and exhibit personal cleanliness. Health certificates are required to ensure that workers are free from contagious diseases.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	0%	63%	37%
Projected Employment Over Next 3 Years	0%	63%	37%

Total Employees Hired Last 12 Months: 94

Resulting from:
 Replacements Due to Promotions - 45%
 Replacements Due to Employees Leaving - 33%
 New Positions - 22%

METHODS OF RECRUITING

Employee Referrals	80%
Recruit Via Newspaper Ads	60%
Private Employment Agencies	0%
Hire Unsolicited Applicants	13%
In-House Promotion or Transfer	33%
Public School or Program Referrals	20%
Private School Referrals	0%
Employment Development Department	13%
Union Hall Referrals	0%
Other	7%

Other: Jobs Posting

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	56%	19%	19%	6%
Inexperienced	50%	31%	13%	6%

Worker supply is greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000

SLOWER THAN AVERAGE, 5.2%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 53% - Average 40 hours-per-week
 Part-Time 42% - Average 23 hours-per-week
 Temporary /On-Call 5% - Average 6 hours-per-week

Employees reported for this occupation were:
 FEMALE 59% - MALE 41%

Other Information Sources:
 DOT Codes: 313.381-030; 315.361-010; 315.381-010; 315.381-010
 CA Occupational Guide N/A

FOOD PREPARATION WORKERS**OES CODE 650380**

DESCRIPTION: Food Preparation Workers perform a variety of food preparation duties, such as preparing cold foods and maintaining and cleaning kitchen work areas, equipment, and utensils. They perform simple tasks such as preparing shellfish or slicing meat. They may brew coffee, tea, or chocolate or prepare sandwiches. They work in such places as a restaurant kitchen or delicatessen.

Number of Employees Represented: 319

WAGES**All Employers Combined**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$6.50	\$5.00
New Hires, Experienced	\$4.75	\$8.90	\$6.00
Experienced, 3 Years with Firm	\$4.75	\$9.00	\$7.50

Of the firms responding, 94% were non-union, 6% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	50%	93%
Dental Insurance	57%	86%
Vision Insurance	36%	64%
Life Insurance	7%	21%
Paid Sick Leave	43%	79%
Paid Vacation	43%	93%
Retirement	36%	50%
Child Care	0%	0%

Other Full-Time Benefits: Christmas Bonus, Profit Sharing

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	0%	44%	44%	12%
Training as Substitute for Work Experience	13%	31%	56%	0%

EDUCATION

Less Than High School	13%
High School or Equivalent	81%
Some College, But No Degree	6%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Must be able to work as part of a team, have a keen sense of taste and smell and exhibit personal cleanliness. Health certificates are required to ensure that workers are free from contagious diseases. Should be able to stand for long periods of time and work in close quarters during busy and hectic times.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	13%	38%	49%
Projected Employment Over Next 3 Years	13%	50%	37%

Total Employees Hired Last 12 Months: 211

Resulting from:

Replacements Due to Promotions - 25%

Replacements Due to Employees Leaving - 18%

New Positions - 23%

Temporary Positions - 34%

METHODS OF RECRUITING

Employee Referrals	81%
Recruit Via Newspaper Ads	50%
Private Employment Agencies	0%
Hire Unsolicited Applicants	13%
In-House Promotion or Transfer	38%
Public School or Program Referrals	6%
Private School Referrals	0%
Employment Development Department	0%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	50%	31%	13%	6%
Inexperienced	50%	25%	19%	6%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

VERY LARGE - (2,916 and Above)

PROJECTED GROWTH 1993 - 2000

FASTER THAN AVERAGE, 18.2%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%

OTHER INFORMATION

Hours: Full-Time 32% - Average 40 hours-per-week
Part-Time 67% - Average 27 hours-per-week
Seasonal 1% - Average 25 hours-per-week

Employees reported for this occupation were:
FEMALE 55% - MALE 45%

Other Information Sources:

DOT Codes: 317.684-010; 317.687-010; 318.687-010
CA Occupational Guide #331

GUARDS AND WATCH GUARDS

OES CODE: 630470

DESCRIPTION: Guards and Watch Guards stand guard at entrance gates or walk about premises of business or industrial establishments or private residences to prevent theft, violence, or infractions of rules; they guard property against fire, theft, vandalism, and illegal entry; they direct patrons or employees and answer questions relative to services of establishments. They control traffic to and from buildings and grounds.

Number of Employees Represented: 981

WAGES

All Employers Combined*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$8.07	\$5.25
New Hires, Experienced	\$4.75	\$9.19	\$6.00
Experienced, 3 Years with Firm	\$5.00	\$11.17	\$7.00

Of the firms responding, 87% were non-union, 13% were union.

*Union firms pay top wages.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	40%	90%
Dental Insurance	40%	90%
Vision Insurance	30%	80%
Life Insurance	20%	70%
Paid Sick Leave	20%	60%
Paid Vacation	20%	80%
Retirement	20%	70%
Child Care	0%	10%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	7%	0%	40%	53%
Training as Substitute for Work Experience	20%	20%	53%	7%

EDUCATION

Less Than High School	0%
High School or Equivalent	100%
Some College, But No Degree	0%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Must have good character references, no police record, good health, hearing and vision, and good personal habits such as neatness and dependability. Should be mentally alert, emotionally stable and physically fit. Guards are sometimes required to take polygraph or written tests of honesty, attitudes, and other personal qualities, and often submit to drug screening tests as a condition of employment.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	7%	66%	27%
Projected Employment Over Next 3 Years	0%	67%	33%

Total Employees Hired Last 12 Months: 226

Resulting from:

Replacements Due to Promotions - 6%
 Replacements Due to Employees Leaving - 54%
 New Positions - 35%
 Temporary Positions - 5%

METHODS OF RECRUITING

Employee Referrals	27%
Recruit Via Newspaper Ads	100%
Private Employment Agencies	7%
Hire Unsolicited Applicants	20%
In-House Promotion or Transfer	13%
Public School or Program Referrals	7%
Private School Referrals	13%
Employment Development Department	33%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	46%	27%	20%	7%
Inexperienced	43%	29%	21%	7%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

VERY LARGE - (2,916 and Above)

PROJECTED GROWTH 1993 - 2000

FASTER THAN AVERAGE, 21.3%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 82% - Average 40 hours-per-week
 Part-Time 17% - Average 26 hours-per-week
 Temporary/On-Call 1% - Average 10 hours-per-week

Employees reported for this occupation were:
 MALE 67% - FEMALE 33%

Other Information Sources:
 DOT Codes: 372.567-010; 372.667-034;
 372.667-030; 372.667-038; 372.667-010
 CA Occupational Guide #75

HOME HEALTH CARE WORKERS

OES CODE: 660110

DESCRIPTION: Home Health Care Workers care for elderly, convalescent, or handicapped persons in the homes of their patients. They perform duties for patients such as changing bed linen, preparing meals, assisting in and out of bed, bathing, dressing, grooming, and assisting with medications that are self-administered. Please include Certified Home Health Aides, Certified Nurse Assistants caring for patients in their homes, and uncertified Home Health Care Workers.

Number of Employees Represented: 317

WAGES

Non-Union

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$6.00	\$5.34
New Hires, Experienced	\$4.96	\$6.00	\$5.59
Experienced, 3 Years with Firm	\$5.50	\$7.00	\$5.88

Of the firms responding, 100% were non-union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	33%	100%
Dental Insurance	33%	100%
Vision Insurance	33%	67%
Life Insurance	0%	33%
Paid Sick Leave	0%	67%
Paid Vacation	0%	100%
Retirement	0%	33%
Child Care	0%	0%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	17%	33%	17%	33%
Training as Substitute for Work Experience	17%	0%	83%	0%

EDUCATION

Less Than High School	0%
High School or Equivalent	67%
Some College, But No Degree	33%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Must have good communication, observation, reporting and documentation skills. Must have a sense of responsibility, compassion, emotional stability and a cheerful disposition. Should be in good health, like to help people, and not mind hard work. Since they work in private homes, employees should also be tactful, honest and discreet.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	33%	33%	33%
Projected Employment Over Next 3 Years	0%	50%	50%

Total Employees Hired Last 12 Months: 220

Resulting from:

Replacements Due to Promotions - 3%
 Replacements Due to Employees Leaving - 26%
 New Positions - 7%
 Temporary Positions - 65%

METHODS OF RECRUITING

Employee Referrals	83%
Recruit Via Newspaper Ads	83%
Private Employment Agencies	0%
Hire Unsolicited Applicants	67%
In-House Promotion or Transfer	17%
Public School or Program Referrals	17%
Private School Referrals	17%
Employment Development Department	17%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	50%	0%	33%	17%
Inexperienced	33%	33%	33%	0%

Employer demand is greater than the supply of fully experienced and qualified applicants. Employers may have difficulty finding fully experienced and qualified applicants at times. Worker supply is greater than demand for inexperienced applicants and inexperienced applicants may experience competition in job seeking.

SIZE OF OCCUPATION

MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000

MUCH FASTER THAN AVERAGE, 70.2%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 40% - Average 40 hours-per-week
 Part-Time 27% - Average 25 hours-per-week
 Temporary/On-call 33% - Average 28 hours-per-week

Employees reported for this occupation were:
 FEMALE 85% - MALE 15%

Other Information Sources:
 DOT Code: 354.377-014
 CA Occupational Guide #461

HUMAN SERVICE WORKERS

OES CODE 273080

DESCRIPTION: Human Service Workers assist Social Group Workers and Caseworkers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse and human relationships. They provide services to families and clients where the nature of the problem, or relationships involved, is less complex or serious by helping them obtain information on the use of social and community related services. They may also recommend additional services. Please do not include Residential Counselors and Psychiatric Technicians.

Number of Employees Represented: 133

WAGES

All Employers Combined

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$12.00	\$7.25
New Hires, Experienced	\$5.00	\$15.00	\$8.75
Experienced, 3 Years with Firm	\$6.00	\$17.50	\$10.63

Of the firms responding, 93% were non-union, 7% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	33%	75%
Dental Insurance	17%	58%
Vision Insurance	0%	42%
Life Insurance	17%	42%
Paid Sick Leave	50%	58%
Paid Vacation	50%	75%
Retirement	8%	33%
Child Care	0%	8%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	33%	47%	13%	7%
Training as Substitute for Work Experience	13%	20%	40%	27%

EDUCATION

Less Than High School	7%
High School or Equivalent	40%
Some College, But No Degree	13%
Associate (2 Year) Degree	7%
Bachelor (4 Year) Degree	20%
Graduate Study	13%

SKILLS & OTHER QUALIFICATIONS

Must possess a strong desire to help others, patience, and understanding. Other important personal traits include communication skills, a strong sense of responsibility and the ability to manage time effectively.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	7%	60%	33%
Projected Employment Over Next 3 Years	7%	40%	53%

Total Employees Hired Last 12 Months: 51

Resulting from:

Replacements Due to Promotions - 4%
 Replacements Due to Employees Leaving - 52%
 New Positions - 20%
 Temporary Positions - 24%

METHODS OF RECRUITING

Employee Referrals	60%
Recruit Via Newspaper Ads	80%
Private Employment Agencies	0%
Hire Unsolicited Applicants	27%
In-House Promotion or Transfer	33%
Public School or Program Referrals	20%
Private School Referrals	13%
Employment Development Department	27%
Union Hall Referrals	13%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	27%	20%	40%	13%
Inexperienced	46%	36%	9%	9%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

SMALL - (Less Than 673)

PROJECTED GROWTH 1993 - 2000

MUCH FASTER THAN AVERAGE, 32.2%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 42% - Average 41 hours-per-week
 Part-Time 58% - Average 23 hours-per-week

Employees reported for this occupation were:
 FEMALE 71% - MALE 29%

Other Information Sources:
 DOT Codes: 195.367-010; 195.367-034
 CA Occupational Guide N/A

INSTRUCTIONAL AIDES

OES CODE 315211

DESCRIPTION: Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

Number of Employees Represented: 1,017

WAGES

Non-Union

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$7.50	\$6.50
New Hires, Experienced	\$5.00	\$8.17	\$7.03
Experienced, 3 Years with Firm	\$6.00	\$10.00	\$7.16

Union

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$6.20	\$9.94	\$8.46
New Hires, Experienced	\$6.20	\$10.96	\$8.67
Experienced, 3 Years with Firm	\$7.17	\$12.08	\$9.16

Of the firms responding, 50% were non-union, 50% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	27%	87%
Dental Insurance	20%	73%
Vision Insurance	20%	53%
Life Insurance	20%	60%
Paid Sick Leave	33%	73%
Paid Vacation	33%	67%
Retirement	40%	67%
Child Care	0%	0%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	13%	13%	56%	18%
Training as Substitute for Work Experience	19%	6%	69%	6%

EDUCATION

Less Than High School	0%
High School or Equivalent	69%
Some College, But No Degree	31%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Should enjoy working with children and be able to handle classroom situations with fairness and patience. Aides must demonstrate initiative and a willingness to following teacher's directions. They must have good oral and writing skills and be able to communicate effectively with students and teachers. Clerical skills are increasingly necessary.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	13%	56%	31%
Projected Employment Over Next 3 Years	0%	62%	38%

Total Employees Hired Last 12 Months: 178

Resulting from:

Replacements Due to Promotions - 22%
 Replacements Due to Employees Leaving - 75%
 New Positions - 3%
 Temporary Positions - 0%

METHODS OF RECRUITING

Employee Referrals	56%
Recruit Via Newspaper Ads	56%
Private Employment Agencies	6%
Hire Unsolicited Applicants	0%
In-House Promotion or Transfer	44%
Public School or Program Referrals	19%
Private School Referrals	6%
Employment Development Department	25%
Union Hall Referrals	0%
Other	25%

Other: GAIN Program, Job Fliers, Open Recruitment

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	38%	50%	6%	6%
Inexperienced	38%	50%	12%	0%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

VERY LARGE - (2,916 and Above)

PROJECTED GROWTH 1993-2000

FASTER THAN AVERAGE, 20.1%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%

OTHER INFORMATION

Hours: Full-Time 21% - Average 40 hours-per-week
 Part-Time 77% - Average 20 hours-per-week
 Seasonal 2% - Average 40 hours-per-week

Employees reported for this occupation were:
FEMALE 96% - MALE 4%

Other Information Sources:
 DOT Codes: 099.327-010; 249.367-074
 CA Occupational Guide #502

INSTRUCTORS AND COACHES - SPORTS AND PHYSICAL TRAINING**OES CODE: 313210**

DESCRIPTION: Sports and Physical Training Instructors and Coaches instruct or coach groups or individuals in the fundamentals of sports. They demonstrate techniques and methods of participation, and observe and inform participants of corrective measures necessary to improve their skills. Please do not include persons required to hold teaching credentials or who coach professional athletic teams.

Number of Employees Represented: 718

WAGES**All Employers Combined**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$15.00	\$9.00
New Hires, Experienced	\$5.50	\$15.75	\$9.72
Experienced, 3 Years with Firm	\$7.00	\$20.00	\$10.42

Of the firms responding, 87% were non-union, 13% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	75%
Dental Insurance	0%	50%
Vision Insurance	0%	25%
Life Insurance	0%	25%
Paid Sick Leave	0%	100%
Paid Vacation	0%	75%
Retirement	0%	25%
Child Care	0%	25%

Other: Earned Time Off

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	33%	47%	13%	7%
Training as Substitute for Work Experience	0%	40%	47%	13%

EDUCATION

Less Than High School	0%
High School or Equivalent	40%
Some College, But No Degree	20%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	27%
Graduate Study	13%

SKILLS & OTHER QUALIFICATIONS

Should be outgoing, good at motivating people, and be sensitive to the needs of others. Good health and physical stamina are required. Must have good leadership skills, be creative, resourceful, willing to accept responsibility and exercise good judgment.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	0%	73%	27%
Projected Employment Over Next 3 Years	0%	80%	20%

Total Employees Hired Last 12 Months: 195

Resulting from:

Replacements Due to Promotions - 0%
 Replacements Due to Employees Leaving - 53%
 New Positions - 1%
 Temporary Positions - 46%

METHODS OF RECRUITING

Employee Referrals	33%
Recruit Via Newspaper Ads	53%
Private Employment Agencies	7%
Hire Unsolicited Applicants	20%
In-House Promotion or Transfer	40%
Public School or Program Referrals	33%
Private School Referrals	0%
Employment Development Department	13%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	20%	40%	33%	7%
Inexperienced	27%	27%	33%	13%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION
LARGE - (1,346 - 2,915)

PROJECTED GROWTH 1993 - 2000
AVERAGE, 15.9%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 11% - Average 41 hours-per-week
 Part-Time 72% - Average 19 hours-per-week
 Seasonal 17% - Average 11 hours-per-week

Employees reported for this occupation were:
 MALE 50% - FEMALE 50%

Other Information Sources:
 DOT Codes: 153.227-014; 153.227-018
 CA Occupational Guide N/A

JANITORS AND CLEANERS(EXCEPT MAIDS AND HOUSEKEEPING CLEANERS) OES CODE: 670050

DESCRIPTION: Janitors and Cleaners (Except Maids and Housekeeping Cleaners) keep buildings in clean and orderly condition. They perform heavy cleaning duties, such as operating motor-driven cleaning equipment, mopping floors, washing walls and glass, and removing rubbish. They may have additional duties and responsibilities, such as tending furnace and boiler, performing routine maintenance activities, notifying management of need for repairs and additions, and cleaning snow or debris from sidewalk. Please do not include Maids and Housekeepers.

Number of Employees Represented: 480

WAGES

All Employers Combined

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.35	\$9.40	\$5.00
New Hires, Experienced	\$4.75	\$9.40	\$7.26
Experienced, 3 Years with Firm	\$5.00	\$12.95	\$8.00

Of the firms responding, 88% were non-union, 12% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	10%	60%
Dental Insurance	10%	70%
Vision Insurance	10%	20%
Life Insurance	10%	50%
Paid Sick Leave	20%	50%
Paid Vacation	20%	90%
Retirement	10%	60%
Child Care	0%	0%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	6%	24%	41%	29%
Training as Substitute for Work Experience	24%	18%	58%	0%

EDUCATION

Less Than High School	12%
High School or Equivalent	88%
Some College, But No Degree	0%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Must know how to select and safely use various cleansing agents and how to operate and maintain machines such as vacuums, buffers and polishers. Must be able to plan their work, follow safety and health regulations and be able to work independently. Employers look for dependable, hard-working individuals who are in good health, follow directions well, and get along with other people.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	12%	53%	35%
Projected Employment Over Next 3 Years	12%	41%	47%

Total Employees Hired Last 12 Months: 174

Resulting from:

Replacements Due to Promotions - 4%
 Replacements Due to Employees Leaving - 50%
 New Positions - 36%
 Temporary Positions - 10%

METHODS OF RECRUITING

Employee Referrals	76%
Recruit Via Newspaper Ads	59%
Private Employment Agencies	18%
Hire Unsolicited Applicants	24%
In-House Promotion or Transfer	35%
Public School or Program Referrals	12%
Private School Referrals	12%
Employment Development Department	35%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	41%	12%	41%	6%
Inexperienced	41%	24%	35%	0%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

VERY LARGE - (2,916 and Above)

PROJECTED GROWTH 1993 - 2000

SLOWER THAN AVERAGE, 6.1%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 54% - Average 40 hours-per-week
 Part-Time 41% - Average 20 hours-per-week
 Temporary/On-Call 2% - Average 10 hours-per-week
 Seasonal 3% - Average 50 hours-per-week

Employees reported for this occupation were:
 MALE 53% - FEMALE 47%

Other Information Sources:
 DOT Codes: 381.687-014; 381.687-018;
 381.687-022; 382.664-010; 389.687-014
 CA Occupational Guide #88

KINDERGARTEN TEACHERS**OES CODE 313022**

DESCRIPTION: Kindergarten Teachers instruct kindergarten pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or Preschool Teachers.

Number of Employees Represented: 77

WAGES

AI Employers Combined*

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.50	\$12.74	\$8.54
New Hires, Experienced	\$6.00	\$15.38	\$12.00
Experienced, 3 Years with Firm	\$6.50	\$16.83	\$12.02

Of the firms responding, 87% were non-union, 13% were union.

*Union firms pay top wages.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	11%	78%
Dental Insurance	11%	78%
Vision Insurance	11%	44%
Life Insurance	11%	44%
Paid Sick Leave	22%	44%
Paid Vacation	22%	44%
Retirement	11%	44%
Child Care	11%	11%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	27%	27%	33%	13%
Training as Substitute for Work Experience	7%	20%	66%	7%

EDUCATION

Less Than High School	0%
High School or Equivalent	7%
Some College, But No Degree	27%
Associate (2 Year) Degree	13%
Bachelor (4 Year) Degree	40%
Graduate Study	13%

SKILLS & OTHER QUALIFICATIONS

Should be organized, creative, dependable and patient. They should be able to communicate with students and understand their educational and emotional needs. Requires patience, creativity, an ability to nurture, motivate, teach, and influence children. Skills in music, art, drama, and storytelling are also important. Must be constantly alert to anticipate and prevent problems, be able to deal with disruptive children, and provide fair but firm discipline.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	7%	67%	26%
Projected Employment Over Next 3 Years	0%	80%	20%

Total Employees Hired Last 12 Months: 28

Resulting from:

Replacements Due to Promotions - 25%

Replacements Due to Employees Leaving - 18%

New Positions - 18%

Temporary Positions - 39%

METHODS OF RECRUITING

Employee Referrals	60%
Recruit Via Newspaper Ads	73%
Private Employment Agencies	7%
Hire Unsolicited Applicants	40%
In-House Promotion or Transfer	33%
Public School or Program Referrals	20%
Private School Referrals	13%
Employment Development Department	13%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	54%	20%	13%	13%
Inexperienced	58%	21%	14%	7%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

LARGE - (1,346 - 2,915)

PROJECTED GROWTH 1993 - 2000

FASTER THAN AVERAGE, 16.6%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 77% - Average 40 hours-per-week

Part-Time 8% - Average 25 hours-per-week

Temporary/On-Call 15% - Average 9 hours-per-week

Employees reported for this occupation were:

FEMALE 96% - MALE 4%

Other Information Sources:

DOT Code: 092.227-014

CA Occupational Guide N/A

LIBRARY ASSISTANTS AND BOOKMOBILE DRIVERS**OES CODE: 539020**

DESCRIPTION: Library Assistants and Bookmobile Drivers compile records; sort and shelve books; issue and receive library materials, such as pictures, cards, slides, phonograph records and microfilm; and handle tape decks. They also locate library materials for loan and replace materials in shelving areas (stacks) or files according to their identification number and title, and register patrons to permit them to borrow books, periodicals, and other library materials. Bookmobile Drivers operate a bookmobile or light truck that pulls a book trailer to specific locations on a predetermined schedule and assist with providing services in mobile library.

Number of Employees Represented: 174

WAGES**Union**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$12.58	\$9.13
New Hires, Experienced	\$8.00	\$12.58	\$9.62
Experienced, 3 Years with Firm	\$8.00	\$12.61	\$11.58

Non-Union

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.81	\$12.43	\$7.00
New Hires, Experienced	\$5.50	\$12.43	\$8.33
Experienced, 3 Years with Firm	\$6.50	\$13.10	\$11.11

Of the firms responding, 53% were union, 47% were non-union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	8%	83%
Dental Insurance	8%	83%
Vision Insurance	8%	75%
Life Insurance	8%	50%
Paid Sick Leave	42%	75%
Paid Vacation	42%	75%
Retirement	7%	58%
Child Care	0%	8%

Other: Earned Time Off, Income Protection

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	13%	33%	47%	7%
Training as Substitute for Work Experience	0%	33%	54%	13%

EDUCATION

Less Than High School	0%
High School or Equivalent	47%
Some College, But No Degree	33%
Associate (2 Year) Degree	20%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Should have good organizational, analytical, and communicative skills. Must be helpful and willing to assist others. The wide spread use of automation in libraries makes computer skills increasingly important.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	20%	73%	7%
Projected Employment Over Next 3 Years	0%	100%	0%

Total Employees Hired Last 12 Months: 15

Resulting from:

Replacements Due to Promotions - 27%

Replacements Due to Employees Leaving - 46%

New Positions - 0%

Temporary Positions - 27%

METHODS OF RECRUITING

Employee Referrals	33%
Recruit Via Newspaper Ads	80%
Private Employment Agencies	7%
Hire Unsolicited Applicants	7%
In-House Promotion or Transfer	33%
Public School or Program Referrals	13%
Private School Referrals	13%
Employment Development Department	20%
Union Hall Referrals	0%
Other	7%

Other: College Job Board

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	47%	33%	20%	0%
Inexperienced	38%	31%	23%	8%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

**SIZE OF OCCUPATION
MEDIUM - (673 - 1,345)**

**PROJECTED GROWTH 1993 - 2000
SLOWER THAN AVERAGE, 11.1%**

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 40% - Average 39 hours-per-week
Part-Time 36% - Average 22 hours-per-week
Temporary/On-Call 24% - Average 12 hours-per-week

Employees reported for this occupation were:
FEMALE 90% - MALE 10%

Other Information Sources:
DOT Codes: 249.363-010; 249.367-046
CA Occupational Guide #417

MACHINISTS

OES CODE: 891080

DESCRIPTION: Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties, and layout machining procedures. They study specifications, such as blueprints, sketches, or descriptions of parts to be replaced, and they plan sequences of operations.

Number of Employees Represented: 283

WAGES

All Employers Combined

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$15.77	\$5.00
New Hires, Experienced	\$7.00	\$17.95	\$11.12
Experienced, 3 Years with Firm	\$9.00	\$19.23	\$15.00

Of the firms responding, 94% were non-union, 6% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	13%	88%
Dental Insurance	13%	69%
Vision Insurance	13%	13%
Life Insurance	13%	69%
Paid Sick Leave	19%	44%
Paid Vacation	19%	100%
Retirement	13%	63%
Child Care	6%	6%

Other Full-Time Benefits: Union Benefits

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	75%	19%	6%	0%
Training as Substitute for Work Experience	0%	6%	31%	63%

EDUCATION

Less Than High School	0%
High School or Equivalent	81%
Some College, But No Degree	19%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Should have manual dexterity and be mechanically inclined. They also should be able to work independently and do highly accurate work that requires concentration as well as physical effort. Must know basic math, blueprint reading, drafting, and metalworking. A basic knowledge of computers and electronics is increasingly required.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	0%	56%	44%
Projected Employment Over Next 3 Years	6%	50%	44%

Total Employees Hired Last 12 Months: 35

Resulting from:

Replacements Due to Promotions - 3%

Replacements Due to Employees Leaving - 40%

New Positions - 57%

METHODS OF RECRUITING

Employee Referrals	56%
Recruit Via Newspaper Ads	81%
Private Employment Agencies	13%
Hire Unsolicited Applicants	6%
In-House Promotion or Transfer	38%
Public School or Program Referrals	19%
Private School Referrals	6%
Employment Development Department	31%
Union Hall Referrals	6%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	19%	13%	38%	30%
Inexperienced	20%	30%	10%	40%

Employer demand is somewhat greater than the supply of both qualified experienced and inexperienced applicants. Employers may have some difficulty finding fully qualified experienced and inexperienced applicants at times.

SIZE OF OCCUPATION

LARGE - (1,346 and 2,915)

PROJECTED GROWTH 1993 - 2000

FASTER THAN AVERAGE, 19.3%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 100% - Average 42 hours-per-week

Employees reported for this occupation were:

MALE 95% - FEMALE 5%

Other Information Sources:

DOT Codes: 007.167-018; 600.260-022;

600.280-022; 600.280-026; 600.280-042

CA Occupational Guide #9

METAL MATERIAL HANDLERS

OES CODE: 929687999

DESCRIPTION: Metal Material Handlers load, unload, and move materials within or near plants, yards, or work sites performing any combination of the following duties: reads work order or follows oral instructions to ascertain materials or containers to be moved. Opens containers using steel cutters, crowbars, clawhammers, or other hand tools. Loads and unloads materials onto or from pallets, trays, racks, and shelves. May secure battens (grooved strips of wood) around bundles of packaged metal extrusions to form protective shipping pallets, using strapping and clamping tools. May stack bundled palletized material in preparation for shipment including labeling, and tagging with addresses and destinations.

Number of Employees Represented: 399

WAGES

All Employers Combined

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$12.00	\$6.00
New Hires, Experienced	\$5.00	\$14.00	\$7.50
Experienced, 3 Years with Firm	\$7.00	\$20.00	\$9.00

Of the firms responding, 94% were non-union, 6% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	81%
Dental Insurance	0%	63%
Vision Insurance	0%	31%
Life Insurance	0%	69%
Paid Sick Leave	0%	31%
Paid Vacation	0%	88%
Retirement	0%	56%
Child Care	0%	0%

Other Full-Time Benefits: 401K, Chiropractic Insurance, Attendance Awards, Safety Awards, Gain Sharing, Employee Bonus

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	6%	38%	50%	6%
Training as Substitute for Work Experience	0%	13%	81%	6%

EDUCATION

Less Than High School	19%
High School or Equivalent	81%
Some College, But No Degree	0%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Should have good coordination, manual dexterity, and the ability to work under supervision. Physical stamina, mechanical aptitude and good communication skills are required. Must be alert and able to observe strict safety rules.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	0%	56%	44%
Projected Employment Over Next 3 Years	0%	75%	25%

Total Employees Hired Last 12 Months: 203

Resulting from:

Replacements Due to Promotions - 3%
 Replacements Due to Employees Leaving - 13%
 New Positions - 80%
 Temporary Positions - 4%

METHODS OF RECRUITING

Employee Referrals	75%
Recruit Via Newspaper Ads	63%
Private Employment Agencies	44%
Hire Unsolicited Applicants	19%
In-House Promotion or Transfer	50%
Public School or Program Referrals	6%
Private School Referrals	0%
Employment Development Department	25%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	19%	31%	50%	0%
Inexperienced	25%	38%	31%	6%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

VERY LARGE - (2,916 and Above)

PROJECTED GROWTH 1993 - 2000

FASTER THAN AVERAGE, 19.0%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 97% - Average 41 hours-per-week
 Part-Time 1% - Average 25 hours-per-week
 Temporary/On-Call 2% - Average 40 hours-per-week

Employees reported for this occupation were:
 MALE 80% - FEMALE 20%

Other Information Sources:
 DOT Codes: 929.687-030; 929.687-054
 CA Occupational Guide N/A

PRESCHOOL TEACHERS**OES CODE 313021**

DESCRIPTION: Preschool Teachers instruct preschool pupils in public or private schools in elemental, physical, mental, and developmental skills. Please do not include Instructional Aides or workers whose primary function is child care.

Number of Employees Represented: 342

WAGES**All Employers Combined***

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$12.06	\$5.63
New Hires, Experienced	\$5.30	\$12.06	\$6.25
Experienced, 3 Years with Firm	\$6.00	\$12.93	\$7.50

Of the firms responding, 93% were non-union, 7% were union.

*Union firms pay top wages.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	30%	60%
Dental Insurance	10%	40%
Vision Insurance	10%	20%
Life Insurance	30%	50%
Paid Sick Leave	30%	80%
Paid Vacation	30%	80%
Retirement	20%	50%
Child Care	50%	60%

Other Full-Time Benefits: TDA Account

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	33%	47%	13%	7%
Training as Substitute for Work Experience	13%	13%	61%	13%

EDUCATION

Less Than High School	0%
High School or Equivalent	0%
Some College, But No Degree	67%
Associate (2 Year) Degree	13%
Bachelor (4 Year) Degree	20%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Requires patience, creativity, an ability to nurture, motivate, teach, and influence children. Should be mature, understanding, articulate, and have energy and physical stamina. Skills in music, art, drama, and storytelling are also important. Must be constantly alert to anticipate and prevent problems, be able to deal with disruptive children, and provide fair but firm discipline.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	13%	47%	40%
Projected Employment Over Next 3 Years	0%	73%	27%

Total Employees Hired Last 12 Months: 41

Resulting from:

Replacements Due to Promotions - 10%

Replacements Due to Employees Leaving - 59%

New Positions - 29%

Temporary Positions - 2%

METHODS OF RECRUITING

Employee Referrals	67%
Recruit Via Newspaper Ads	93%
Private Employment Agencies	0%
Hire Unsolicited Applicants	20%
In-House Promotion or Transfer	47%
Public School or Program Referrals	20%
Private School Referrals	0%
Employment Development Department	13%
Union Hall Referrals	7%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	20%	33%	40%	7%
Inexperienced	23%	23%	23%	31%

Worker supply is somewhat greater than the demand for qualified experienced applicants. Experienced applicants may experience competition in job seeking. Employer demand is somewhat greater than the supply of qualified inexperienced applicants. Employers may have some difficulty finding qualified inexperienced applicants at times.

SIZE OF OCCUPATION

LARGE - (1,346 - 2,915)

PROJECTED GROWTH 1993 - 2000

FASTER THAN AVERAGE, 16.6%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 86% - Average 40 hours-per week
Part-Time 9% - Average 22 hours-per-week
Temporary/On-Call 1% - Average 13 hours-per-week
Seasonal 4% - Average 40 hours-per-week

Employees reported for this occupation were:
FEMALE 98% - MALE 2%

Other Information Sources:

DOT Code: 092.227-018

CA Occupational Guide #275

RECREATION WORKERS

OES CODE: 273110

DESCRIPTION: Recreation Workers conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. They consider the needs and interests of individual members and organize and promote activities, such as arts and crafts, sports, games, music, dramatics, social recreation, camping, and hobbies.

Number of Employees Represented: 331

WAGES

All Employers Combined

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.25	\$8.38	\$5.75
New Hires, Experienced	\$5.00	\$15.56	\$6.50
Experienced, 3 Years with Firm	\$6.00	\$17.90	\$7.50

Of the firms responding, 80% were non-union, 20% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	100%
Dental Insurance	0%	88%
Vision Insurance	0%	63%
Life Insurance	0%	50%
Paid Sick Leave	0%	75%
Paid Vacation	0%	88%
Retirement	0%	75%
Child Care	0%	0%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	27%	40%	20%	13%
Training as Substitute for Work Experience	7%	27%	60%	7%

EDUCATION

Less Than High School	0%
High School or Equivalent	53%
Some College, But No Degree	40%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	7%

SKILLS & OTHER QUALIFICATIONS

Should be outgoing, good at motivating people, and be sensitive to the needs of others. Good health and physical stamina are required. Must have good leadership skills, be creative, resourceful, willing to accept responsibility and exercise good judgment since recreation personnel often work alone.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	26%	67%	7%
Projected Employment Over Next 3 Years	7%	73%	20%

Total Employees Hired Last 12 Months: 79

Resulting from:

Replacements Due to Promotions - 4%
 Replacements Due to Employees Leaving - 35%
 New Positions - 1%
 Temporary Positions - 60%

METHODS OF RECRUITING

Employee Referrals	27%
Recruit Via Newspaper Ads	87%
Private Employment Agencies	0%
Hire Unsolicited Applicants	13%
In-House Promotion or Transfer	27%
Public School or Program Referrals	20%
Private School Referrals	7%
Employment Development Department	7%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experience and Qualified	33%	27%	27%	13%
Inexperienced	46%	31%	8%	15%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION
LARGE - (1,346 - 2,915)

PROJECTED GROWTH 1993 - 2000
AVERAGE, 15.4%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 8% - Average 40 hours-per-week
 Part-Time 34% - Average 24 hours-per-week
 Temporary/On-Call 38% - Average 17 hours-per-week
 Seasonal 20% - Average 25 hours-per-week

Employees reported for this occupation were:
 FEMALE 59% - MALE 41%

Other Information Sources:
 DOT Codes: 187.167-238; 195.227-010; 195.227-014
 CA Occupational Guide #357

SECRETARIES, MEDICAL**OES CODE 551050**

DESCRIPTION: Medical Secretaries perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

Number of Employees Represented: 112

WAGES**Non-Union**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.00	\$8.00	\$6.50
New Hires, Experienced	\$6.00	\$10.00	\$7.00
Experienced, 3 Years with Firm	\$8.00	\$12.00	\$8.00

Of the firms responding, 100% were non-union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	18%	82%
Dental Insurance	27%	82%
Vision Insurance	27%	64%
Life Insurance	18%	64%
Paid Sick Leave	27%	91%
Paid Vacation	27%	100%
Retirement	18%	64%
Child Care	9%	9%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	50%	43%	7%	0%
Training as Substitute for Work Experience	0%	14%	57%	29%

EDUCATION

Less Than High School	0%
High School or Equivalent	66%
Some College, But No Degree	27%
Associate (2 Year) Degree	7%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Must be proficient in keyboarding and good at spelling, punctuation, grammar and oral communication. Employers look for communication and interpersonal skills, discretion, judgment, organizational ability and initiative. Must be adaptable and versatile. Knowledge of word processing, spreadsheet, and database management programs is increasingly important.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	0%	80%	20%
Projected Employment Over Next 3 Years	0%	73%	27%

Total Employees Hired Last 12 Months: 36

Resulting from:

Replacements Due to Promotions - 30%

Replacements Due to Employees Leaving - 53%

New Positions - 14%

Temporary Positions - 3%

METHODS OF RECRUITING

Employee Referrals	27%
Recruit Via Newspaper Ads	60%
Private Employment Agencies	7%
Hire Unsolicited Applicants	13%
In-House Promotion or Transfer	40%
Public School or Program Referrals	13%
Private School Referrals	0%
Employment Development Department	20%
Union Hall Referrals	0%
Other	13%

Other: Professional Associations; Human Resource Department Referrals

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	14%	14%	36%	36%
Inexperienced	15%	8%	23%	54%

Employer demand is somewhat greater than the supply of both fully qualified experienced and inexperienced applicants. Employers may have some difficulty finding qualified experienced and inexperienced applicants at times.

SIZE OF OCCUPATION
MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000
MUCH FASTER THAN AVERAGE, 22.7%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 89% - Average 40 hours-per-week
Part-Time 10% - Average 21 hours-per-week
Temporary/On-Call 1% - Average 9 hours-per-week

Employees reported for this occupation were:
FEMALE 97% - MALE 3%

Other Information Sources:
DOT Code: 201.362-014
CA Occupational Guide #177

SOCIAL WORKERS - MEDICAL AND PSYCHIATRIC**OES CODE 273020**

DESCRIPTION: Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Please include Chemical Dependency Counselors.

Number of Employees Represented: 71

WAGES**All Employers Combined**

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.25	\$26.55	\$12.75
New Hires, Experienced	\$5.50	\$29.20	\$12.50
Experienced, 3 Years with Firm	\$6.25	\$30.08	\$14.00

Of the firms responding, 93% were non-union, 7% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	13%	80%
Dental Insurance	13%	67%
Vision Insurance	13%	47%
Life Insurance	13%	60%
Paid Sick Leave	27%	87%
Paid Vacation	27%	93%
Retirement	20%	53%
Child Care	7%	13%

Other Full-Time Benefits: Short- and Long-Term Disability

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	53%	33%	0%	14%
Training as Substitute for Work Experience	7%	13%	40%	40%

EDUCATION

Less Than High School	0%
High School or Equivalent	13%
Some College, But No Degree	13%
Associate (2 Year) Degree	7%
Bachelor (4 Year) Degree	27%
Graduate Study	40%

SKILLS & OTHER QUALIFICATIONS

Should be emotionally mature, objective, and sensitive to people and their problems. They must be able to handle responsibility, work independently, and maintain good working relationships with clients and coworkers.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	0%	80%	20%
Projected Employment Over Next 3 Years	0%	67%	33%

Total Employees Hired Last 12 Months: 19

Resulting from:

Replacements/Promotions - 20%
 Replacements/Employees Leaving - 53%
 New Positions - 11%
 Temporary Positions - 16%

METHODS OF RECRUITING

Employee Referrals	53%
Recruit Via Newspaper Ads	80%
Private Employment Agencies	0%
Hire Unsolicited Applicants	27%
In-House Promotion or Transfer	33%
Public School or Program Referrals	40%
Private School Referrals	7%
Employment Development Department	13%
Union Hall Referrals	0%
Other	7%

Other: Networking

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	13%	33%	47%	7%
Inexperienced	28%	36%	27%	9%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION
MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000
FASTER THAN AVERAGE, 20.0%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 65% - Average 41 hours-per-week
 Part-Time 30% - Average 24 hours-per-week
 Temporary/On-Call 5% - Average 25 hours-per-week.

Employees reported for this occupation were:
 FEMALE 73% - MALE 27%

Other Information Sources:
 DOT Codes: 195.107-030; 195.107-034
 CA Occupational Guide #122

VOCATIONAL AND EDUCATIONAL COUNSELORS

OES CODE 315140

DESCRIPTION: Vocational and Educational Counselors counsel individuals and provide group educational and vocational guidance services.

Number of Employees Represented: 116

WAGES

Non-Union

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$5.50	\$10.00	\$7.00
New Hires, Experienced	\$5.77	\$17.00	\$9.50
Experienced, 3 Years with Firm	\$8.81	\$19.23	\$15.06

Union

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.25	\$17.03	\$10.38
New Hires, Experienced	\$11.54	\$17.80	\$13.47
Experienced, 3 Years with Firm	\$13.47	\$23.39	\$19.33

Of the firms responding, 67% were non-union, 33% were union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	92%
Dental Insurance	0%	67%
Vision Insurance	0%	50%
Life Insurance	8%	58%
Paid Sick Leave	8%	92%
Paid Vacation	8%	100%
Retirement	0%	25%
Child Care	0%	0%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	27%	40%	26%	7%
Training as Substitute for Work Experience	7%	7%	79%	7%

EDUCATION

Less Than High School	0%
High School or Equivalent	27%
Some College, But No Degree	13%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	20%
Graduate Study	40%

SKILLS & OTHER QUALIFICATIONS

Must have a desire to help people and be adaptable. Must possess good communication and office skills. Should be able to work independently or as part of a team.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	13%	47%	40%
Projected Employment Over Next 3 Years	6%	47%	47%

Total Employees Hired Last 12 Months: 32

Resulting from:

Replacements Due to Promotions - 6%
 Replacements Due to Employees Leaving - 51%
 New Positions - 34%
 Temporary Positions - 9%

METHODS OF RECRUITING

Employee Referrals	60%
Recruit Via Newspaper Ads	80%
Private Employment Agencies	13%
Hire Unsolicited Applicants	27%
In-House Promotion or Transfer	60%
Public School or Program Referrals	20%
Private School Referrals	13%
Employment Development Department	27%
Union Hall Referrals	0%
Other	13%

Other: Educational Publications, Referrals from Key People

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experience and Qualified	33%	33%	20%	14%
Inexperienced	33%	7%	60%	0%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION
MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000
SLOWER THAN AVERAGE, 12.9%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 75% - Average 40 hours-per-week
 Part-Time 15% - Average 26 hours-per-week
 Temporary/On-Call 9% - Average 19 hours-per-week
 Seasonal 1% - Average 20 hours-per-week

Employees reported for this occupation were:
 FEMALE 59% - MALE 41%

Other Information Sources:
 DOT Codes : 045.107-010; 045.107-038; 045.107-012
 CA Occupational Guide N/A

WELDERS AND CUTTERS

OES CODE 939140

DESCRIPTION: Welders and Cutters use flamecutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

Number of Employees Represented: 128

WAGES

Non-Union

EXPERIENCE	LOW	HIGH	MEDIAN
New Hires, No Experience	\$4.75	\$13.07	\$6.00
New Hires, Experienced	\$5.00	\$16.00	\$10.00
Experienced, 3 Years with Firm	\$6.00	\$20.00	\$13.00

Of the firms responding, 100% were non-union.

BENEFITS

	PART-TIME	FULL-TIME
Medical Insurance	0%	87%
Dental Insurance	0%	67%
Vision Insurance	0%	20%
Life Insurance	0%	27%
Paid Sick Leave	0%	40%
Paid Vacation	0%	87%
Retirement	0%	13%
Child Care	0%	0%

TRAINING AND EXPERIENCE

	ALWAYS	USUALLY	SOMETIMES	NEVER
Previous Experience Required	53%	13%	21%	13%
Training as Substitute for Work Experience	13%	7%	33%	47%

EDUCATION

Less Than High School	7%
High School or Equivalent	93%
Some College, But No Degree	0%
Associate (2 Year) Degree	0%
Bachelor (4 Year) Degree	0%
Graduate Study	0%

SKILLS & OTHER QUALIFICATIONS

Need to have manual dexterity, good eyesight, and good eye-hand coordination. They should be able to concentrate on detailed work for long periods and be able to bend, stoop, and work in awkward positions. Knowledge of shop math, blueprint reading, mechanical drawing and metallurgy are helpful.

EMPLOYMENT TRENDS

	DECLINE	REMAIN STABLE	GROW
Employment Levels During the Past Year	13%	60%	27%
Projected Employment Over Next 3 Years	0%	80%	20%

Total Employees Hired Last 12 Months: 23

Resulting from:

Replacements Due to Promotions - 4%

Replacements Due to Employees Leaving - 40%

New Positions - 39%

Temporary Positions - 17%

METHODS OF RECRUITING

Employee Referrals	27%
Recruit Via Newspaper Ads	93%
Private Employment Agencies	13%
Hire Unsolicited Applicants	7%
In-House Promotion or Transfer	13%
Public School or Program Referrals	7%
Private School Referrals	0%
Employment Development Department	7%
Union Hall Referrals	0%
Other	0%

DIFFICULTY IN FINDING APPLICANTS

	NOT DIFFICULT	A LITTLE DIFFICULT	SOMEWHAT DIFFICULT	VERY DIFFICULT
Fully Experienced and Qualified	40%	7%	40%	13%
Inexperienced	44%	21%	21%	14%

Worker supply is somewhat greater than the demand for both fully qualified experienced and inexperienced applicants. Applicants may experience competition in job seeking.

SIZE OF OCCUPATION

MEDIUM - (673 - 1,345)

PROJECTED GROWTH 1993 - 2000

MUCH FASTER THAN AVERAGE, 22.5%

Average growth between 1993-2000 of all nonagricultural occupations in San Bernardino County is 14.6%.

OTHER INFORMATION

Hours: Full-Time 94% - Average 42 hours-per-week

Part-Time 3% - Average 28 hours-per-week

Temporary/On-Call 3% - Average 28 hours-per-week

Employees reported for this occupation were:

MALE 88% - FEMALE 12%

Other Information Sources:

DOT Codes: 810.384-014; 811.684-014;

816.364-010; 816.464-010; 819.384-010

CA Occupational Guide #84

OCCUPATIONS STUDIED IN 1995

Accountants and Auditors
Assemblers and Fabricators - Except Machine, Electrical, Electronic, and Precision
Automotive Mechanics
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers
Dental Assistants
First Line Supervisors/Managers of Mechanics, Installers, and Repairers
General Office Clerks
Industrial Truck and Tractor Operators
Licensed Vocational Nurses
Maintenance Repairers - General Utility
Medical Assistants
Nurse Aides
Physical Therapists
Receptionists and Information Clerks
Registered Nurses
Respiratory Care Practitioners
Salespersons - Retail (Except Vehicle Sales)
Secretaries, General
Traffic, Shipping and Receiving Clerks
Truck Drivers - Heavy or Tractor Trailer
Truck Drivers, Light - Include Delivery and Route Workers
Typists, Including Word Processing

A copy of the 1995 Occupational Outlook Report may be obtained from:
Panda Harris, CCOIS Program Coordinator
Jobs and Employment Services Department
1075 S. Mt. Vernon Avenue, Colton, CA 92324
Phone (909) 872-1678, FAX (909) 872-1653

CCOIS PROJECTS IN CALIFORNIA

LOCAL CCOIS AGENCIES	PHONE	FAX	CONTACT
Butte, Private Industry Council of	(916) 538-7301	(916) 534-1167	Art Robison
Contra Costa County PIC	(510)646-5023	(510)646-5517	Tracey Brown
Employers Training Resource Kern,Inyo,Mono)	(805)336-6961	(805)336-6858	Bob Malouf
Fresno County PIC	(209)499-3703	(209)497-7872	Jeff Jones
Golden Sierra Job Training Agency	(916)265-3201	(916)265-5297	Tom Medley
Humboldt County Employment and Training	(707)441-4634	(707)445-6228	Steve Hughes
Imperial County, Private Industry Council of, Inc.	(619)353-5050	(619)353-6594	Tracy Bendix
Kings County Job Training Office	(209)582-9213	(209)582-8947	Sarah Knudson
Los Angeles County PIC	(213)351-6622	(213)380-8275	Michael Arredondo
Madera County Office of Education	(209)673-7031	(209)673-5569	Nivia Green
Mendocino County PIC	(707)468-1196	(707)468-1498	Elaine Morris
Merced Private Industry Training Department	(209)385-7317	(209)722-3776	David Cramer
Monterey County PIC	(408)755-5429	(408)755-5054	Phil Livingston
Mother Lode Job Training Agency	(209)532-2820	(209)533-1079	Maria Robinson
Napa County Training and Employment Center	(707)253-4291	(707)253-4895	Carrie Burns
North Central Counties Consortium & PIC	(707)262-3408	(707)263-0920	Donna Hodge
NOVA Private Industry Council, City of Sunnyvale	(408)730-7526	(408)730-7643	Jasmine Khosravian
Oakland PIC (Alameda)	(510)208-7363	(510)839-3766	Toni McElroy
Orange County JTPA	(714)834-7146	(714)834-7132	Tom Cripps
Riverside EDA JTPA	(909)275-3171	(909)275-3131	Linyen Leypon
Sacramento/Yolo Consortium	(916)737-7580	(916)661-2925	Alex Laiewski
San Benito County Private Industry Council	(408)637-9293	(408)637-0996	Laura Schipper
San Bernardino County Jobs & Employment Svcs.	(909)872-1678	(909)872-1653	Panda Harris
San Diego PIC	(619)238-1445	(619)238-6063	Gary Moss
San Francisco PIC	(415)931-7460	(415)931-7590	Robert Blanchard
San Joaquin County PIC	(209)468-3656	(209)474-5605	Mechele Hayes
San Luis Obispo, Private Industry Council of	(805)781-2216	(805)541-4117	Leslie Brown
San Mateo County PIC	(415)802-5194	(415)802-5173	Isaiah Vi
Santa Barbara County Job Training Network	805)346-7650	(805)346-7651	Francis Romero
County of Santa Cruz Human Resource Agency	(408)454-4598	(408)454-4651	Alan Knox
Shasta County PIC	(916)245-1584	(916)225-2206	Paul Shelton
Solano County PIC	(707)864-3376	(707)864-3386	Bill Dion
Sonoma County PIC	(707)524-6420	(707)547-5555	Al Redwine
Stanislaus County PIC	(209)558-2109	(209)558-2164	Sandra Waddle
Tulare County PIC	(209)737-4246	(209)737-4252	Jeannie Ynclan
Ventura, County of, Workforce Development Div.-JTPA	(805)988-3686	(805)981-8215	Theresa Krumhauer
The CCOIS is administered at the state level by the Labor Market Information Division of the California Employment Development Department. For more information, contact the CCOIS Group at (916)262-2353.			
The California Occupational Information Coordinating Committee, comprised of representatives from nine state agencies, provides policy advice to EDD in the operation of the CCOIS. Their number is (916)323-6544.			